



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

January 31, 2008

SUBJECT: EOP - Mandatory Civil Right Training

File Code: 230-0

TO: All NRCS Employees

This memo is to remind all Indiana NRCS employees of their requirement to complete the mandatory fiscal year Civil Rights training. All USDA employees are required to complete this training every fiscal year, as set forth in Departmental Regulation 4120-001, Annual Departmental Civil Rights Training. The Office of the Assistant Secretary for Civil Rights has developed two Web-based interactive courses in AgLearn. Training courses on "Prevention of Reprisal" and "Reasonable Accommodation Procedures" is available to all employees on AgLearn.

To complete the required training, employees should access the learning plans on AgLearn at <http://www.aglearn.usda.gov/> by the February 29, 2008, deadline. If you have further questions, please contact Roger Kult, Assistant State Conservationist-Operations at (317) 290-3200, ext. 341.

/s/

JANE E. HARDISTY
State Conservationist